Open Office: Same hot-keys, function keys, and macros as Office

|  |  |
| --- | --- |
| **Function** | **Shortcut** |
| Move focus to menu bar | **Alt+Shift+F** |
| Bold | **Ctrl+B** |
| Copy | **Ctrl+C** |
| Italicise | **Ctrl+I** |
| Insert new slide | **Ctrl+M \*** |
| Save | **Ctrl+S** |
| Underline | **Ctrl+U** |
| Paste | **Ctrl+V** |
| Cut | **Ctrl+X** |
| Move down one screen | **Page Down** |
| Move up one screen | **Page Up** |

Google Docs: Similar to Office

|  |  |
| --- | --- |
| **Function** | **Shortcut** |
| Move focus to menu bar | **Alt+Shift+F** |
| Header style 1 | **Ctrl+Alt+1** |
| Header style 2 | **Ctrl+Alt+2** |
| Header style 3 | **Ctrl+Alt+3** |
| Header style 4 | **Ctrl+Alt+4** |
| Header style 5 | **Ctrl+Alt+5** |
| Header style 6 | **Ctrl+Alt+6** |
| Toggle numbered lists | **Ctrl+Shift+7** |
| Toggle bulleted lists | **Ctrl+Shift+8** |
| Insert comment | **Ctrl+Alt+M** |
| Left alignment | **Ctrl+Shift+L** |
| Center alignment | **Ctrl+Shift+E** |
| Right alignment | **Ctrl+Shift+R** |
| Clear formatting | **Ctrl+\** |
| Normal paragraph style | **Ctrl+Alt+0** |
| Find | **Ctrl+F** |
| Full justify | **Ctrl+Shift+J** |
| Select all | **Ctrl+A** |
| Bold | **Ctrl+B** |
| Copy | **Ctrl+C** |
| Italicize | **Ctrl+I** |
| Insert link | **Ctrl+K** |
| Print | **Ctrl+P** |
| Save | **Ctrl+S** |
| Underline | **Ctrl+U** |
| Paste | **Ctrl+V** |
| Cut | **Ctrl+X** |
| Undo | **Ctrl+Z** |
| Redo | **Ctrl+Y** |
| Show your browser's right-click options | **Shift+right-click** |
| Superscript | **Ctrl+.** |
| Subscript | **Ctrl+,** |
| Compact controls | **Ctrl+Shift+F** |
| Increase paragraph indentation | **Tab** |
| Decrease paragraph indentation | **Shift+Tab** |

Microsoft Word: Standard Microsoft keyboard shortcuts:

|  |  |
| --- | --- |
| **Function** | **Shortcut** |
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| Bold | **Ctrl+B** |
| Copy | **Ctrl+C** |
| Italicise | **Ctrl+I** |
| Insert new slide | **Ctrl+M \*** |
| Save | **Ctrl+S** |
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Zoho Creator: drag and drop no shortcuts